SURVEY OF EMPLOYMENT # # IN CITY GOVERNMENT - 1970 # # # # # # # 井! # # # # BALTIMORE COMMUNITY RELATIONS COMMISSION 210 North Calvert Street Baltimore, Maryland 21202 # # #



RESOURCE CENTER
COMMUNITY RELATIONS COMMISSION

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1970 EMPLOYMENT SURVEY PUBLISHED IN 1971

I. INTRODUCTION:

The first full scale survey of employment patterns in city agencies was undertaken by the Community Relations Commission in 1964. At that time all existing units of government under the city's jurisdiction were contacted. The succeeding survey of 1965 selected 59 administrative units of city government for re-examination, using as the criterion of selection the fact that in 1964 each of these 59 units* had reported that employment of blacks in the total work force was less than 15%. It was felt at that time that attention should be concentrated on those governmental units where the gross percentage of black employees was lowest. The survey of 1965 revealed no dramatic changes in the level of employment of blacks.

In the years between 1966 and 1970, because of staff limitations, effort has been concentrated on selected city departments. In January of 1969 an Affirmative Action Program was set up to work intensively for changes in the hiring and promotional patterns in eight departments of Baltimore City Government which previous surveys had shown to have a low percentage of blacks either in entry level or promotional positions, or both. The following departments were selected for special attention:

Department of Assessments

Department of Audits

^{*}These units were not necessarily agencies. Many of these units were subdivisions of larger agencies or departments, such as the Department of Public Works.

Civil Service Commission

Department of Finance

Fire Department

Bureau of Parks

Department of Planning

Department of Public Works

A number of other departments have also been contacted from time to time in the course of settling individual complaints by city employees.

II. PURPOSE OF REPORT:

In 1970 it was decided that another general full scale survey of city employment was needed. The purpose of this survey was twofold:

- A. The Community Relations Commission wished to determine what progress has been made since 1964 in the attain-ment of a better racial balance in employment throughout the entire city government.
- B. It was felt that more detailed knowledge of the overall picture was needed in order to chart directions for future Affirmative Action Programs.

III. SCOPE OF THE 1970 SURVEY:

In considering which agencies should be contacted in 1970, staff reviewed the structure of the city's government, and found that there is tremendous variation in the size, function, organization, and jurisdictional situations of city agencies. A brief summary of the various types of agencies follows:

A. Eight administrative units are directly associated with the elective offices of the city's government.

- 1. The Mayor: Model Cities is associated with the Mayor's Office. The Mayoralty itself has been expanded to include the Mayor's Stations and 24 Urban Corps trainees or internes who are distributed throughout ten other city agencies, but are listed on the Mayor's payroll.
- 2. The Comptroller: The Department of Audits, the
 Department of Real Estate, the Municipal Post Office,
 the Municipal Telephone Exchange, the Harbor Master
 and Superintendent of Markets are all directly under
 the supervision of the Comptroller, who is in turn
 responsible to the Board of Estimates.
- 3. The City Council: The City Council has a clerical staff which ministers to the needs of the 19 individual City Councilmen. Also attached to the City Council is the City Council Office of Financial Review.
- B. In addition to the units or agencies above, the following twenty-three departments or commissions are financed in whole or in part by the City, and are under the jurisdiction of the City:

Assessments, Department of

Aviation, Department of

City Jail

Civic Center Commission

Civil Service Commission

Community Action Agency (CEP)

Community Relations Commission

Disaster Control and Civil Defense, Office of

Economic Development Commission

Education, Department of

Fire Department

Health, Department of

Hospitals, Department of

Housing and Community Development, Department of

Law, Department of

Legislative Reference, Department of

Municipal and Zoning Appeals, Department of

Planning, Department of

Public Works, Department of

Recreation and Parks, Department of

Transit & Traffic, Department of

Treasurer

Social Services, Department of

The smallest of these agencies, the Economic Development

Commission (Department of Economic Development), has 6

employees; the largest, the Department of Education, has

more than 16,000 employees. Several of these 23 agencies

also operate within a wider framework of State and Federal

law. Staffing patterns of the Department of Education, the

Department of Social Services and the Department or

Assessments are affected by State Regulations even though

these agencies are not under the direct control of the State.

(For example, the amount of State aid granted to the City

to help support the school system depends upon the degree

to which the Department of Education, with the support of

the Board of Estimates and City Council, voluntarily conforms

to State standards such as the recommended pupil-teacher

ratio).

The Department of Education, the Community Action Agency, and the Departments of Finance, Health, Hospitals, Housing and Community Development, Public Works, Recreation and Parks, Transit and Traffic and Social Services each have several administrative subdivisions with varying degrees of independent organization. The Community Action Agency funds the Concentrate Employment Program, but the latter agency has its own independent structure and may be regarded as an affiliate rather than a subordinate.

These 23 agencies hire through the Civil Service Commission although some of them have many professional positions which require no competitive examination. The Department of Education, for example, has approximately 4,000 classified positions which are filled with aid of the Civil Service Commission, but the bulk of employees (more than 11,000) are professionals whose qualifications are evaluated independently by the Department of Education. City Hospitals, the Department of Housing and Community Development, and the Department of Recreation have, in addition to their Civil Service positions, a number of exempt or unclassified positions.

C. In addition to these 23 agencies, which carry on most of the major functions of city government, there is a group of commissions, most of them having less than 5 employees, which perform important functions either in advising the Mayor or in providing contact between the Mayor and various segments of the community. These commissions, though small, perform services of great value. Examples are the Mayor's Advisory Committee on Small Business, the Commission on Historical and

Architectural Preservation, and the Minimum Wage Commission.

D. A group of seven agencies are supported financially by the City in whole or in part but are under the jurisdiction of the State. These are:

Board of Supervisors of Elections

Board of Liquor License Commissioner

Municipal Court

Police Department

Sheriff's Office

State's Attorney

Supreme Bench

The Police Department and Sheriff's Office utilize

Baltimore's Civil Service Commission in testing and evaluating many employees, though patrolmen are not classified employees in the ordinary sense. The Supreme Bench hires professionals through the State personnel apparatus, but sets its own policy with regard to many positions.

institutions or were inspired by the needs of private groups. The City has assumed financial responsibility for these agencies in whole or in part, but these agencies retain peculiarities of staffing and structure traceable to their origin. They are:

The Museum of Art

Municipal Museum

Pratt Library

Walters Art Gallery

Pratt Library has its own merit system and hires independently of the City's merit system as administered by the

- Civil Service Commission. Walters Art Gallery is totally independent in the selection of staff.
- F. There are four (4) independent authorities (the Lexington Market Authority, the Maryland Port Authority, the Metropolitan Transit Authority, and the New Marsh Market Authority) which were established by state law, are largely self-supporting (rather than tax supported), and have a large degree of autonomy. These are metropolitan agencies, with the exception of the Lexington Market Authority. (M.T.A.'s functions will be assumed by the State Department of Transportation in 1971.)
- G. There are 14 boards or commissions which have no paid employees, and whose members are not remunerated for their services, in addition to two boards -- the Board of Financial Review and the Gas Appliance Board -- whose members are elected officers and Heads of certain major city departments. These boards and commissions advise the Mayor on various aspects of City life (such as traffic safety), or carry on specialized minor functions, such as the maintenance of the Flag House.

Previous reports had solved the problems presented by the variations in size, organization and jurisdictional ties of city agencies by requiring employment reports from all administrative units directly under the jurisdiction of the City. The present report is broader, since the Community Relations Commission staff decided to contact all agencies whose payroll is directly met by the City either in whole or in part, whether or not the City has formal jurisdiction over the agency.*

^{*}Elected officials who serve full time (the Mayor, Comptroller, State's Attorney and Sheriff) are included; the 19 City Councilmen, four (4) of whom are black, are not included, nor are the 28 judges who preside over the Orphan's Court, the People's Court and the Supreme Bench. (Three of the twenty justices on the Supreme Bench are black.)

Unremunerated personnel is not included, nor are employees of the various Authorities described in Section F above, nor are employees of the Walters Art Gallery.

IV. FINDINGS AND RESULTS OF THE SURVEY

The present survey reports on 41,127 City employees of whom 53.51% are white and 46.18% are black. The 1964 survey reported on 15,925 employees of whom 34.24% were black.

Both surveys rely highly on the use of percentages as a tool of statistical analysis. While the Community Relations Commission does not support a quota system, it does seem valid to assume that if opportunity is truly equal, the percentage of blacks in any agency should eventually approximate the percentage of blacks in the general population of the City in all job categories. Since blacks now form nearly 50% of the population, the Community Relations Commission feels it would be reasonable to find a similiar distribution in the various departments and levels of City Government.

The following chart indicates the number of agencies which had attained various percentages of black employment, both in 1964 and 1970:

COMPARISON OF PERCENTAGES OF BLACK EMPLOYMENT IN CITY AGENCIES

	1964	1970
Less than 15%	24*	21**
16 - 25%	5	11
26 - 35%	4	7
36 - 45%	2	3
Over 45%	4	11
TOTAL***	40	54

The charts on the following pages indicate the specific agencies on each percentage level, both for 1964 and 1970:

^{*}Nine small Commissions reported no black employees. Each of these Commissions employs less than five people, usually only a Director and secretary.

^{**}Seven small Commissions reported no black employees in 1970. One of the nine Commissions previously reporting no black employees (Youth Commission) no longer exists. The Board of Bail Bond Commissioners reports no budgeted positions. The figures for 1970 also include three agencies that did not exist in 1964.

^{***}The totals are different because more agencies reported in 1970.

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DEPARTMENTS WITH LESS THAN 15% BLACK EMPLOYMENT - 1964

P con					
AGENCY	WHITE	BLACK	OTHER	TOTAL	%BLACK
Assessments	53	3	1	57	5.30
Audits	26	0	0	26	0.00
Bail Bond License Comm.	1	0	0	1	0.00
Balto. City-Anne Arundel County Bd. of Zoning Ap- peals (Airport Zoning Bd.)	1	0	0	1	0.00
Baltimore Museum of Art City Council Office of	46	7	0	53	13.20
Financial Review	2	0	. 0	2	0.00
Civil Service Commission	40	4	0	44	9.10
Civil Defense Organization	8	11	0	9	11.10
Commission on Aging	2	0	0	2	0.00
Comptroller	282	17	1	300	5.70
Economic Devel. Comm.	2	0	0	2	0.00
Employees Retirement Sys.	17	0	0_	17	0.00
Fire Department	1,891	258	0	2,149	12.00
Law Department Mayor's Advisory Commit-	77	2	0	79	2.50
tee on Small Business	2	0	0	2	0.00
Municipal & Zoning Appeals	6	0	0	6	0.00
Off-Street Parking	2	0	0	2	0.00
Orphan's Court	11_	0	0	1	0.00
Peoples' Court	50	2	0	52	3.80
Planning and Zoning	39	5	2	46	10.90
Post Mortem Examiner	31	2	0	33	6.60
Transit and Traffic	206	15	0	221	6.80
Treasurer Municipal Section	. 9	0	0	9	0.00
Receipts (now Finance)	107	6	0	113	5.03
Youth Commission (no longer in existance)	2	0	0	2	0

BLACK EMPLOYMENT BETWEEN 16 - 25% - 1964

AGENCY	WHITE	BLACK	OTHER	TOTAL	%BLACK
Aviation	70	24	9	103	23.30
Civic Center Commission	25	8	0	33	24.20
Legislative Reference	35	7	0	42	16.60
Public Works (now reorg.)	3,190	922	9	4,121	22.40
War Memorial Commission	6	2	0	8	25.00

BLACK EMPLOYMENT BETWEEN 26 - 35%

AGENCY	WHITE	BLACK	OTHER	TOTAL	%BLACK
Health Department	383	184	0	567	32.40
Pratt Library	421	150	0	571	26.20
Recreation & Parks Dept.or	694	301	2	997	30.20
Urban Renewal & Housing*	157	56	3	216	25.09

BLACK EMPLOYMENT BETWEEN 36 - 45%

AGENCY	WHITE	BLACK	OTHER	TOTAL	%BLACK
Community Relations	6	4	0	10	40.00
Municipal Museum	3	2	0	5	40.00

^{*}Has since reorganized - see Housing and Community Development, Department of, in 1970.

BLACK EMPLOYMENT OVER 45% - 1964

					-
AGENCY	WHITE	BLACK	OTHER	TOTAL	%BLACK
City Hospitals	916	934	36	1,886	49.50
City Jail	98	85	0	183	46.50
Education, Department of (Incomplete figures)	1.085	2,082	0	3,167	65.70
Public Welfare (now Dept. of Social Services)	416	369	6	791	46. 60

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<u>DEPARTMENTS WITH LESS THAN 15% BLACK EMPLOYMENT - 1970</u>

AGENCY	WHITE	BLACK	OTHER	TOTAL	%BLACK
Assessments	47	6	1	53	11.30
Audits	46	3	0	49	6.10
Aviation	150	14	0	164	8.50
Balto. City-Anne Arundel	1	0	0	1	0.00
County Bd. of Zoning					<u></u>
Appeals (Airport Zoning)					
City Council Office of	4	0	0	4	0.00
Financial Review					
Commission on Aging	2	0	0	2	0.00
Employees Retirement Sys.	16	2	0	18	11.10
Fire Department	1,979	306	0	2,285	13.40
Historical & Architectural	2	0	0	2	0.00
Preservation Commission					
Law Department	97	11	0	108	10.10
Legislative Reference	16	1	0	17	5.88
Mayor's Advisory Committee	2	0	0	2	0.00
on Small Business					
Minimum Wage	8	1	0	9	11.10
Municipal & Zoning Appeals	10	11	0	11	8.30
Off-Street Parking	3	0	0	3	0.00
Orphan's Court	1	0	0	1	0.00
Peoples' Court	59	6	0	65	9.30
Planning & Zoning, Dept. of	71	9	2	82	11.00
Post Mortem Examiner	44	6	0	50	12.00
State's Attorney*	92	14	0	106	13,21
Transit & Traffic	239	31	1	271	11,40

^{*}State regulated agency

BLACK EMPLOYMENT BETWEEN 16 - 25% - 1970

WHITE	BLACK	OTHER	TOTAL	% BLACK
49	16	0	65	24.60
21	5	0	26	19.00
7	2	0	9	22.00
58	16	0	74	21.62
5	1	0	6	16.60
428	100	0	528	18.90
38	11	0	49	22.45
100	22	0	122	18.03
3,613	717	0	4-330	16.56
46	8	0	54	17.39
261	70	0	338	20.71
	49 21 7 58 5 428 38 100 3,613 46	49 16 21 5 7 2 58 16 5 1 428 100 38 11 100 22 3,613 717 46 8	49 16 0 21 5 0 7 2 0 58 16 0 5 1 0 428 100 0 38 11 0 100 22 0 3,613 717 0 46 8 0	49 16 0 65 21 5 0 26 7 2 0 9 58 16 0 74 5 1 0 6 428 100 0 528 38 11 0 49 100 22 0 122 3,613 717 0 4 330 46 8 0 54

BLACK EMPLOYMENT BETWEEN 26 - 35%

AGENCY	WHITE	BLACK	OTHER	TOTAL	% BLACK
Balto. Community College	626	307	7	940	31.59
Board of Elections Super.*	30	15	0	45	33.30
Civic Center Commission	144	74	0	218	34.00
Comptroller	63	22	0	85	26.00
Municipal Museum	9	4	0	13	30.00
Treasurer	7	3	0	10	30.00
War Memorial Commission	6	3	0	9	33.30

^{*}State regulated agencies

1970

BLACK EMPLOYMENT BETWEEN 36 - 45%

AGENCY	WHITE	BLACK	OTHER	TOTAL	%BLACK
Department of Recreation	878	688	2	1,568	43,88
and Parks					
Pratt Free Library	486	382	5	873	43.70
Public Works, Dept. of	2,869	2,107	8	4.984	42.28

BLACK EMPLOYMENT - OVER 45%

			,		
AGENCY	WHITE	BLACK	OTHER	TOTAL	%BLACK
City Jail	138	145	0	283	51.00
City Hospitals	1,140	1,009	64	2,213	45.58
Community Action Agency	44	278	5	327	85.00
Community Relations	17	16	0	33	48.48
Concentrated Employment	6	280	0	286	97.90
Program		=			
Education, Department of	5.967	10 128	20	16,115	62.85
Health, Department of	549	510	2	1,061	49.00
Housing and Community	716	664	0	1,360	47.35
Development					
Mayoralty	32	29	0	61	47.54
Model Cities	5	61	1	67	91.00
Social Services, Dept. of	758	905	6	1,669	54.32

If it is accepted as a reasonable assumption that representation of blacks in city agencies should nearly reflect the percentage of blacks in the total population, then those agencies with representation substantially below or markedly above this percentage require special investigation.

A. Departments or Agencies Under 15%

Examining those agencies or departments which have reported less than 15% black employment in both years, one finds that the following agencies occur on both lists:

Assessments

Audits

Baltimore City - Anne Arundel County Board of Zoning Appeals*

City Council Office of Financial Review*

Commission on Aging*

The Employees Retirement System (Includes Police and Fire Retirement System)

Fire Department

Law Department

The Mayor's Advisory Committee on Small Business*

The Board of Municipal and Zoning Appeals*

The Off-Street Parking Commission*

Orphan's Court*

Peoples' Court

The Department of Planning and Zoning

Post Mortem Examiners

Department of Transit and Traffic

*Seven of these agencies, indicated by an asterisk, are very small units.

Five are boards or commissions whose major positions are appointive in nature, some of whom have had the same staff for years. The single employee reported by the Orphan's Court is personally chosen by the

magistrate. Of these seven small agencies, six report no black employment. One -- the Board of Municipal and Zoning Appeals -- reports the hire of a black for the first time. That these agencies are small does not mean they are unimportant, and one would hope to see blacks represented on these commissions in the future.

The following chart summarizes the changes in remaining departments in this category:

	4	4
AGENCY	% Black in 1964	% Black in 1970
Assessments	5.30	11.30
Audits	0.00	5.10
Employees Retirement System	0.00	11.11
Fire Department	12.00	13.40
Law Department	2.50	10.10
Peoples' Court	3.80	9.30
Department of Planning and Zoning	10.90	11.00
Post Mortem Examiners	6.60	12.00
Department of Transit and Traffic	6.80	11.40

In five of the above agencies, employment of blacks has increased by 100% or more in the course of the past five years even though the overall percentage of black employment remains below 15%.

Several departments such as Assessments, Audits, Employees Retirement and Transit and Traffic report very low turnover. These departments express themselves as willing to attempt to hire more blacks as openings occur. The Employees Retirement System, in fact, recently hired two black clerical workers, raising the percentage of black employment dramatically since the total staff consists of 18 persons.

The Department of Post Mortem Examiners has special problems. Although it has nearly doubled its number of blacks, these employees are mainly in lower echelon positions. It was explained to CRC staff members that this department has difficulty in attracting people of any race because positions require either high professional capability or willingness to perform tasks which most people consider extrememly unpleasant.

The Law Department also remains among those departments with less than 15% black employment because of the difficulty of finding qualified black professionals who are willing to work for City salary scales. This situation is not likely to improve until many more black attorneys are graduated from the Law Schools of the community; however there is hope that more black clerical workers will be added to the staff in the near future, since large numbers of blacks are qualifying for clerical positions.

The Peoples' Court reports that it is beginning to hire blacks in greater numbers for the position of constable.

The Department of Planning and Zoning in 1969 reported 15 black employees. Therefore, the 1970 figures reporting six black employees (or a percentage level of 12%) represents a decline of substantial proportion for this department. There is at present, no explanation for this occurrence.

The only large department remaining in the Under 15% category is the Fire Department. Staff has been investigating the reasons for the low percentage of blacks in this department for several months. It has come to the conclusion that the test utilized by the Civil Service Commission has been a substantial factor in limiting the entry of

blacks into this department. The Fire Department has cooperated with the staff of the Community Relations Commission in attempting to find a solution to this problem. The test for the entry level position of Fire Fighter is currently under revision by the Civil Service Commission.

It is noteworthy that several city agencies have moved out of the Under 15% level into higher percentage levels. These agencies are:

- 1. Baltimore Museum of Art
- 2. Civil Service Commission
- 3. Civil Defense Organization
- 4. Comptroller (formerly contained most components of the Department of Finance)
- 5. Economic Development Commission
- 6. Treasurer

However, in 1970, there were five new additions to the list of departments with less than 15% black employment

The State's Attorney is one of the State-regulated agencies which did not report in previous years.

The Department of Aviation dropped from a 1964 percentage level of 23.30% to a level of 8.50% in 1970. This drop in the percentage level of black employment probably reflects the drop in the percentage of black population in the county. In the near future this department will pass from city control and will come under the jurisdiction of an independent authority established jointly by the City and the State to operate the airport.

The Department of Legislative Reference also showed a drop in total employment from 42 to 17. Six blacks were dropped, leaving only one

black employee. However, staff was informed that this black employee was on the professional level. Most employees are long-term employees and there is little opportunity for expansion or replacement of staff.

The Historical and Architectural Preservation Commission and the Minimum Wage Commission were established in 1964, but were not staffed in time to be included in the 1964 report. Both of these are small commissions, with little turnover.

of those departments which fall in the percentage levels between 15% and 45%, only three sizeable departments have employment levels below 25%. These are the Police Department, the Finance Department and the Supreme Bench. The Finance Department explains its low level of black employment by citing low rates of turnover and difficulty of finding blacks with the professional qualifications needed by this particular department. The Police Department and the Supreme Bench are both agencies which are not under the jurisdiction of the City.

If the two components of the Police Department are considered separately an interesting situation emerges, as shown in the following chart:

	WHITE	BLACK	TOTAL	% BLACK
Uniformed (or Sworn)	3,009	414	3,423	12.09
Civilian	604	303	907	33.41
GRAND TOTAL	3,613	717	4,330	16.56

*Obviously, if the high level of black employment in "civilian" positions did not counteract the low percentage of blacks among the uniformed personnel, the Police Department would fall into the Under 15% level.

B. Departments or Agencies over 45%

Examining those departments which have black employment levels over 45% one finds that in 1964, three of the largest City departments were in this category, in addition to the City Jail. These departments had a high percentage of black employment for several different reasons. In the case of City Hospitals there were many laboring positions in which blacks were welcomed. Blacks tended to be concentrated in the salary grade levels below Grade 29 with the majority on Grades 12, 15, and 22. There were only a scattering of blacks in professional positions, and only one in a managerial position. By 1970 the overall percentage of black employment in City Hospitals had dropped from 49.50% to 45.50%. Yet though there was a drop in the overall percentage of black employment, there was a rise in the number of blacks who had attained technical, professional, and managerial positions.

The City Jail in 1964 reported that 46.5% of its staff was black. By 1970 this figure had risen to 51%. The bulk of jail positions are in the category of correctional officer or guard.

The Department of Education and the Department of Public Welfare reported high levels of black employment in both 1964 and 1970. It is in these two departments that black professionals have been and are still concentrated. The reported percentage of blacks in the Department of Education has dropped from 65.70% to 62.85%, but the percentage of black employment in the Department of Social Services has risen from 46.60% to 54.22%. The Department of Education and Department of Public Welfare have uniquely been the city departments

which have offered opportunity to able blacks and blacks have taken advantage of it.*

In addition to the above city departments which reported a high level of black employment in 1964, the Department of Housing and Community Development, and the Department of Health have now reached high levels of black employment. This is not to say that these departments have been without problems, or that every division in each one of these departments has a high level of black employment. But these departments are clearly reflecting in their employment figures a willingness to accept and to work with the community in a realistic way.

of the remaining agencies which reported high levels of black employment in 1970, three are new agencies funded by the Federal government specifically for the purpose of giving greater opportunities in employment to inner-city blacks. These agencies are the Community Action Agency, its affiliate, the Concentrated Employment Program, and the Model Cities Agency. A strong effort was made in staffing these agencies to find qualified and able blacks who could give help and inspiration to the inner-city community. Although percentages of black employment in these agencies are extremely high, whites are not excluded by policy. There are a number of whites in professional positions in all of these agencies.

^{*}It might be noted here that long before blacks were admitted to the University of Maryland and other formerly white public institutions of learning, State Institutions had existed in order to provide an adequate number of black instructors and administrators for formerly segregated schools. Tuition at State Teachers' Colleges has traditionally been low and scholarship or tuition aid plans have been in existance for many years, making it possible for able people of limited means to enter the teaching profession.

The Mayoralty includes several components as shown in the following breakdown:

MAYORALTY

TITLE OF POSITION	TOTAL	WHITE	BLACK	OTHER
EXECUTIVE DIRECTION AND CONTROL				
Off. and Managers (incl. Mayor)	7	5	2	0
Professionals	1	1	0	0
Technicians (includes those at Mayor Stations)	7	5	2	0
Office and Clerical	13	8	5	0
LABOR RELATIONS		·	1	
Officials and Managers	1	1	0.	0
Office and Clerical	1	1.	0	0
OPPORTUNITY FOR YOUTH				
Officials and Managers	1_	0	1	0
Office and Clerical	1	0	1	0
CITY COUNCIL AND BOARD OF ESTIMATES, PRESIDENT'S STAFF				ω, ' ε
Officials and Managers	1	1	0	0
Office and Clerical	2	2	0	0
BALTIMORE URBAN CORPS				
Officials and Managers	1	1	0	0
Office and Clerical	1	1	0	0
Internes	24	6	18	
TOTAL	61	32	29	0
% of Total		52.46	47.54	

The fact that 18 of the 24 trainees funded by the Urban Corps though the Mayoralty are black causes the Mayoralty percentage to rise above 45%. Without figuring the Urban Corps into the total, the percentage of blacks would drop to 31.43%.

C. Other City Agencies of Interest

The largest city department other than the Department of Education is the Department of Public Works, which has been reorganized in the interim between reports so that it now has 5 large divisions, each of which has several subdivisions, making 16 divisions in all (plus the Director's Office). The following chart breaks down the employment situation in the five large divisions. Although the overall percentage for the Department of Public Works was 42.3% in 1970 and has risen from 22.40% as reported in 1964, it can be seen from the chart below that percentages of black employment varied widely in the various divisions of the Department of Public Works:

	Name of the Control o						-	
PUB	LIC WORKS	W	В	0	TOTAL	%W	%B	%0
DIRECTOR'S	Classified or	4.0		-		02 60	15 20	
OFFICE	Bi-weekly	43	8	1	52	82.69	15.38	1.7
011101	Per Diem	6	1	0		85.71	14.29	0
GENERAL	Classified or Bi-weekly	356	133	0	489	72.80	27.20	0
SERVICES	Per Diem	43	27	0	70	61.43	38.57	0
BUREAU OF*	Classified or Bi-weekly	143	8	1	152	94.08	5.26	0
INSPECTION	Per Diem	-	_	_	-	-	_	_
UTILITY	Classified or Bi-weekly	236	33	0	269	87.73	12.27	0
OPERATIONS	Per Diem	1,137	1,771	1	2,909	39.09	60.88	.03
CONSUMER	Classified or Bi-weekly	114	25	0	139	82.01	17.99	0
SERVICES	Per Diem	_	_	_	_	_	_	_
BUREAU OF* ENGINEERING	Classified or Bi-weekly	623	40	5	668	93.26	5.98	.75
ENGINEERING	Per Diem	167	62	0	229	72.93	27.07	0
TOTAL		2,868	2,108	8	4,984	57.54	42.30	.16
					-			

^{*}In 1964, 7 out of 11 major divisions reported black employment levels below 15%; in 1970, the Bureau of Inspection (5.26% black) and the Bureau of Engineering (overall percentage of blacks 11.48%) fell into this category. The Office of the Director with 15.25% black employment was barely over the borderline.

This chart indicates that the percentage of employment of blacks in classified or bi-weekly positions, many of which require professional qualifications, was much lower than the percentage of blacks in laboring positions, known in the department as per diem positions. In some divisions blacks have for some time been concentrated in low paid laboring positions and have had some difficulty in breaking through into better paying positions such as Laborer Chauffeur, Gang Leader, Foreman, etc. The Community Relations Commission has concentrated upon the Bureau of Sanitation (Division of Utility Operations) in the years between 1964 and 1970 and has achieved a measure of success in raising the number of blacks and in improving promotional opportunities in that Burea.

Pratt Library reported a substantial rise in employment of blacks -from 26.60% to 43.70%. However, the great majority of blacks had
clerical or laboring positions since the qualifications which the
library demands for its professional positions are extremely high.
Only 19 out of 169 professionals, or 11.2%, were black. Therefore,
white this department has a good overall record, it is not without
problem areas.

The overall percentage of black employment in the Department of Recreation and Parks has also risen substantially from 30.20% to 43.88% However, if the Department of Recreation and Parks is broken down into its components the following picture emerges:

	RI	CREAT	ION				PARK	5	
WHITE	BLACK	OTHER	TOTAL	%.BLACK	WHITE	BLACK	OTHER	TOTAL	% BLACK
321	430	0	751	57.30	557	258	2	817	31.58

	RECREATIO	ON AND PARKS ((OTAL)	
WHITE	BLACK	OTHER	TOTAL	% BLACK
MULTE	BLACK	OTHER	TOTAL	% BLACK
878	688	2	1,568	43.88

Many of the positions in the Bureau of Parks are laboring jobs requiring no Civil Service examination. The Director states that he hires by word of mouth from the immediate neighborhood, and this is reflected in varying levels of employment of blacks in the several divisions.

See Chart IV on p. 38 for a detailed breakdown on park employment.

PART V: LINE BY LINE COMPARISON OF THE 1964 AND 1970 SURVEYS

A. The following chart enables the reader to compare overall totals of employment for many, but not all, of the agencies surveyed in both years. Several major city agencies have reorganized one or more times in this period, so that caution must be used in interpreting some figures.

Section A of the chart lists all agencies reporting in both years with the exception of the Department of Education.

Section B adds the figures from the Department of Education.

Department of Education figures are not strictly comparable since in 1964 only the teaching staff reported, whereas in 1970, the entire department reported.

Section C includes new or expanded agencies reporting for the first time in 1970.

Section D includes State Regulated agencies, also reporting for the first time in 1970.

Line by Line Comparison Section A

		i	. 196					197	0	
AGENCY	W	В	0	TOTAL	% B	W	B	0	TOTAL	% B
Assessments	53	3	1_	57	5.30	47	6	1	54	11.11
Audits	26	0	0	26	0	46	3	0	49	6.10
Aviation	70	24	9	103	23.30	150	14	0	164	8.50
Baltimore Museum of Art	46	7	0	53	13.20	49	16	0	65	24.60
City Council - Office of Financial Review	2	0	0	2	0	4	0	0	4	0
City Council Staff						21	5	0	26	19.00
City Hospitals	916	934	36	1,886	49.50	1,140	1,009	64	2,213	45.58
City Jail	98	85	0	183	46.50	138	145	0	283	51.00
Civic Center Commission	25	8	0	33	24.20	144	74	0	218	34.00*
Civil Service Commission	40	4	0	44	9.10	58	16	0	74	21.62
Civil Defense Organization	8	1	0	9	11.10	7	2	0	9	22.00
Commission on Aging	2	0	0	2	0	2	0	0	2	0
Community Relations Commission	6	4	0	10	40.00	17	16	0	33	48.48
Comptroller	282	17	1	300	5.70	63	22	0	85	26.00*
Economic Development Commission		0	0	2	0	5	1	0	6	16.60

^{*} Civic Center figures for 1964 do not include part-time workers. In 1970, full time staff numbered 46, of which 17, or 37%, were black.

^{*} This department has been reorganized.

	W	В	0	IATOT	% B	W	В	0	TOTAL	% В
Employees Retirement	17	0	0	17	0	16	2	0	18	11.10
Finance Department	in l	964 und	er com	ptrol	ler & Tro	eas428	100	3	531	18.83
Fire Department	1,891	258	0 2	,149	12.00	1,979	306	0	2,285	13.40
Health	383	184	0	567	32.40	549	510	2	1,061	49.00
Housing & Community Development						716	644	0	1,360	47.35
(Formerly BURHA)	157	56	3	216	25.09					
Law Department	7 7	2	0	79	2.50	97	11	0	108	10.10
Legislative Reference	35	7	0	42	16.60	16	1	0	17	5.88
Mayor's Advisory Committee on Small Bus.	2	0	0	2	0	2	0	0	2	0
Municipal Museum	3	2	0	5	40.00	9	4	0	13	30.70
Municipal and Zoning Appeals	6	0	0	6	0	10	1	0	11	8.30
Off-Street Parking	2	0	0	2	0	3	0	0	3	0
Orphan's Court	1	0	0	1	0	1	0	0	1	0
People's Court	50	2	0	52	3.80	59	6	0	65	9.30
Planning and Zoning	39	5	2	46	10.90	71	9	2	82	11.00
Post Mortem Examiner	31	2	0	33	6.60	44	6	0	50	12.00
Pratt Library	421	150	0	571	26.20	486	382	5	873	43.70
Public Welfare (Now Dept. of Social Services)	416	369	6	791	46.60	758	905	6	1669	54.22

AGENCY	W	В	0	TOTAL	% В	W	В	0	TOTAL	%B
Public Works (reorganized)	3,190	922	9	4,121	22.40	2,868	2,108	8	4,984	42.30
Department of Recreation and Parks	694	301	2	997	30.20*	878	688	2	1,568	43.88
Transit and Traffic	206	15	0	221	6.80	239	31	1	271	11.40
Treasurer									For a series	
Municipal Section	9	0	0	9	0	7	3	0	10	30.00
Receipts	107	6	0	113	5.03		(Par	t of	Finance	now)
War Memorial	6	2	0	8	25.00	6	3	0	9	33.33
TOTAL without Education	9,319	3,370	69	12,758	26.41	11,133	7,049	94	18,276	38.57
SECTION B - DEPARTMENT OF EDUCATION		The state of the s								
Education (Admin. and Instruct. Staff)					**	4,701	6,525	5.	11,321	58.1
Education (Per Diem Employees)	259	75	,	334	22.4	300	469	0	769	60.99
Education (Classified Biweekly Employees)	773	1,985		2,758	72.00	940	3,051	15	4,006	76.16
Education (Ungraded employees)	53	22		75	29.3	26	83	0	109	76.15
Sub-Total - Education	1,058	2,082	0	3,167	65.70	5,967	10,128	20	16,115	62.85
TOTAL including Education	10,404	5,452	69	15,925	34.24	17,100	17,177	114	34,391	49.95

^{*}Approximately 325 summer employees were not encluded. The race of these employees is unknown.

^{**}It was estimated in 1964 that approximately 8,000 people were employed in teaching, guidance and social work, and administration. However, no racial breakdown was obtained.

SECTION C - NEW AGENCIES			1964	1	,			1970		
AGENCY	AA	В	0	TOTAL	% В	W	В	0	TOTAL	% В
Commission On Historical & Archit. Preserv						2	0	0	2	0
Minimum Wage						8	1	0	9	11.10
Mayoralty (Expanded)		ì				32	29	0,	61	47.54
Model Cities					,	5	61	1	67	91.00
Community Action Agency						44	278	5 .	327	85.00
Concentrated Employment Program						6	280	0	286	97.90
Community College of Baltimore *	,					626	307	7.	940	31.59
TOTAL					:	723	956	13,	1,692	56.50
GRAND TOTAL (including new agencies						17,823	18,133	127	36,083	

^{*} Became independent of the Dept. of Education in 1968.

AGENCIES WHICH HIRE THROUGH THE STATE (or are Regulated by the State)

. SECTION D			1964	4		1970							
AGENCY	W	В	0	TOTAL	%B	w	В	0	TOTAL	%B			
Board of Supervisors of Elections						30	15	0		33.30			
Liquor License Commission						38	11	0	49				
Municipal Court						100	22	0	122	18.03			
Police Department Uniformed Civilian						3,009 604	414 303	0	3,423 907	12.09 33.41			
TOTAL POLICE DEPARTMENT						3,613	717	0	4,330	16.56			
Sheriff's Office						46	. 8	0	54	14.81			
State's Attorney						92	14	0	106	13.21			
Supreme Bench						267	71	0	338	21.00			
TOTALS FOR STATE AGENCIES						4,186	858	0	5,044	17.01			
TOTALS FOR OTHER CITY AGENCIES						17,823	18,133	127	36,083	50.25			
GRAND TOTAL FOR ALL CITY AGENCIES						22,009	18,991	127	41,127	46.18			

32					SU	MMARY -	SECTIO	ONS 2	A-D							
			1964	4	-			197	0					1	1 % of	Change
			to a series of the series of t												newly report	in % of total employ-
				7.7	an age						Net			i	ploy-	ment of
				, company			-				Change	Net	Net	chan-	ees	blacks
				Chapter with the							in	change	Change	ge	who	Between
	and the state of t			To a contract of							total	in	in	in	are	1964 &
	W	В	0	TOTAL	% В	W	В	0	TOTAL	% B	reported	# W	# B	#0	black	1970
Section A - Agencies reporting in both years (ex- cept for Dept. of						de descriptores de la companya de la										
Education)	9,319	3,370	69	12,758	26.4	11,133	7,049	94	18,276	38.6	+ 5,518	+1,814	+ 3,679	+25	66.7	+12.1
Section B - Dept. of Ed. Total	1	1		1		5,967	1		16,115		L	e .	-			
Grand Total of A+B	10,404	5,452	69	15,925	34.2	17,100	17,177	114	34.391	50.0	+18,466	+6,696	+11,72	+4!	63.6	+15.7
Section C - New Agency Total	and the state of t			er er entre entre entre		723	956	13	1,692	56.5						
Grand Total of B+C			i			17,823	18,133	127	36,083	50.3						
Section D - Total for State Regulated Agencies						4,186	858	0	5,044	17.0						
Grand Total of C+D		-			· ·	22,009	18,991	127	41,127	46.2						
						53.5%	46.2%	.3%	100%							
*Dent of Education	figuro	a Maxa	in	gommlo+	n n+		,			1	statembia a	1000 004	. maan +	h = +	the Oi	±1

^{*}Dept. of Education figures were incomplete at this time. Only the classified staff reported

^{**}This does not mean that the City's work force increased by 18,466, since 7,919 employees of the Dept. of Education.

The chart was arranged to demonstrate the effect upon the overall percentage of black employment of the addition of each section. Note that the percentage level of black employment in the core of city agencies reporting in both years is conspicuously lower if Department of Education figures are omitted. There is relatively low turnover in many of these agencies except in laboring and clerical positions. While the percentage of black employment in this core of agencies rose from 26.41% in 1964 to 38.57% in 1970, the overall level of black employment is still substantially below the percentage of blacks in the City's general population.

These percentage levels change dramatically when the Department of Education, whose 16.115 employees represent 39% oftotal city employment, is counted in. In 1964 the addition of Education figures caused the percentage level of black employment to rise from 26.41% to 34.24%, even though only part of the staff was reported. Had the entire staff of the Department of Education been included instead of just the clerical and building maintenance components, the City-wide percentage of black employment may well have been higher than 34.24%. In 1970 addition of the Department of Education figures caused the percentage of black employment to rise from 38.57% to 49.94%.

This figure of 49.94% shifts only slightly when new agencies are added in, rising to 50.25%. Though the percentage of black employees in three of these seven agencies is more than 85% and, in one of these agencies, approaches 98%, these three agencies account for only 680 employees out of 1,692 employed by all seven new (or expanded) agencies. The fact that percentages of black employment are so high in these three agencies in no way compensates for the fact that there are 32 agencies in which black employment is below 25%.

When Sections A, B, and C are totaled together the overall percentage of employment is almost evenly balanced between the two major racial groups; the percentage of whites (49.39%) is slightly below that of the blacks. Various agencies report a total of 127 people who belong to other racial groups, accounting for .35% of the total.

When the State regulated agencies in Section D are added in, however, the picture again changes substantially. While the level of black employment in several of these agencies shows some attempt at racial balance, the overall level of black employment in this particular group of agencies is 17.01% as contrasted with a percentage level of 50.25% for all other city agencies. When figures for all city agencies are totaled, including Section D, the level of black employment therefore drops back to 46.18%. The level of white employment rises to 53.51%. Other racial groups account for .31% of the final total.

B. The following chart summarizes the changes which have occurred in city departments between 1964 and 1970:

AGENCY	CH	ANGES F	ROM 1964	4						
	Change	Change	Change	Change						
	in	in	in	from :						
	Total	# W	# B	%B						
Assessments	-3	-6	+3	+5.81						
Audits	+23	+20	+3	+6.10						
Aviation	+61	+80	-10	-14.80						
Baltimore Museum of Art	+12	+3	+9	+11.40_						
City Council-Office of Financial Review	+2	+2	0	0						
City Hospitals	+327	+224	+75	-3.92						
City Jail	+100	+40	+60	+4.50						
Civic Center Commission (full-time staff)	+13	+4	+9	+12.76						
Civil Service Commission	+30	+18	+12	+12.52						
Civil Defense Organization	0	-1	+1	+10.90						
Commission on Aging	0	0	0	0						
Community Relations Commission	+23	+11	+12	+8.48						
Comptroller (Reorganized)		See Cha	art I be	elow						
Economic Development Commission	+4	+3	+1	+16.60						
	Insufficient detail on data									
Education, Department of	_		compar	ison with						
	1970 da	ata.								

a C ENTON	CH	ANGES FI	DOM 196	1
AGENCY	Change		Change	
	in	in	in	from
	Total	# W	# B	%B
	10542			702
Employees Retirement System	+1	-1	+2	+11.10
Finance Department (Reorganized)		See Cha	art II]	oelow
Fire Department	+136	+88	+48	+1.40
Health Department	+494	+166	+326	+16.60
Law Department	+29	+20	+9	+7.60
Legislative Reference	-25	-19	-6	-10.72
Mayor's Advisory Committee on Sm. Bus.	0	0	0	0
Municipal Museum	+8	+6	+2	-9.30
Municipal and Zoning Appeals	+5	+4	+1	+8.30
Off-Street Parking	+1	+1	0	0
Orphan's Court	0	0	0	0
Peoples' Court	+13	+9	+4	+5.50
Planning and Zoning	+36	+32	+4	+.10
Police Department	No f	igures 1	From 196	54
Post Mortem Examiner	+17	+13	+4	+5.40
Pratt Library	+302	+65	+232	+17.50
Public Welfare (Now D.S.S.)	+878	+342	+536	+7.62
Public Works (Reorganized)	Se	e Chart	III be	elow
Housing and Community Development	Formerly	, Bürnin	,	
Department of Recreation and Parks	Se	e Chart	IV be	Low
Transit and Traffic	+50	+33	+16	+4.60
Treasurer				
Municipal Section	+1	-2	+3	+30.00
Receipts	Now unde	er Finar	ice - se	ġ · ·
	Chart :	II belov	V	

Footnotes to change chart

٠	٩	,		
	1	8		
	J	L	٠	۰

CHART COMPARING COM	1PONE	NTS	OF	COMPT	ROLLE	R'S	OFF	IC	Ξ	11
				1964			Ì		1970	
DIVISION	W	В	0	TOTAL	, % B	W	В	0	TOTAL	% B
Executive	3	1	0	4	25.0	7	O	0	7	0
Harbor Master	5	0	0	5	0					
Market and Comfort Stations	23	8	0	31	25.9	20	12	0	32	37.5
Municipal Post Office	7	2	0	9	22.2	3	9	0	12	75.0
Municipal Telephone Exchange	19	0	0	19	0	22	0	0	2,₽	0
Office - Pres. B/E.	1	0	0	1	0	Li	ste	dι	ınder M	layor
Real Estate	11	0	0	11	0	11	1	0	12	7.7
TOTALS	69	11	0	80	13.8	63	22	0	85	26.0

II. Following is a summation of the employment figures reported in 1965 by the then recently reorganized Department of Finance and those reported in 1970. Examination of the two charts shows how constant reorganization makes comparison of statistics extremely difficult and unreliable.

DEPARTMENT	OF FIN	IANCE			
	i		1965		
	W	В	0	TOTAL	% В
Office of Director	13	0	0	13	0
Accounts and Disbursements	20	3	0	23	13.1
Central Payroll	49	1	1	51	2.0
Cost Accounting	42	3	0	45	6.7
Machine Accounting	50	2	0	52	3.9
Purchases	56	8	0	64	12.5
Revenue Control	11	1	0	12	8.4
Receipts	106	12	0	118	10.2
TOTALS	347	30	1	378	7.9
			1970		
Office of Director	3	0	0	3	0
Budget and Management Research	22	2	1	25	8.0
Accounting Operations	113	24	2	139	17.27
Collections	106	20	0	126	15.87
Purchases	93	31	0	124	25.0
Data Processing	91	23	0	114	20.18
TOTALS	428	100	3	531	18.83

III. The Department of Public Works has been extensively reorganized, but it is possible to compare some components of the department.

DEPAR	TMENT	OF PUBI	LIC WO	RKS		
			19	64		1970
COMPONENTS	W	В	0	TOTAL	% В	% В
Office of Director	20	1	0	21	4.8	15.25
Building Construction	61	1	0	62	24.9	
Building Inspection	423	56	1	480	11.6	
Highways	572	156	0	728	21.5	45.74
Mechanical Electrical	170	19	0	189	10.4	21.12
Sanitation	810	541	4	1355	39.9	64.06
Sewers	358	147	1	506	29.0	
Surveys	90	10	1	101	9.9	12.04
Tests	56	1	2	59	1.7	6.35
Transportation	76	12	0	88	13.7	
Water Supply	661	104	0	765	13.6	
Sub-total - PUBLIC WORKS	3297	1048	9	4354	24.0	42.30

Following is a detailed breakdown for each of the five major divisions of the Department of Public Works as of September, 1970:

DEPARTMENT OF PUBLIC WORKS - 1970 COMPONENTS W B 0 TOTAL % B 49 9 1 59 15.25 OFFICE OF DIRECTOR BUREAU OF ENGINEERING 105 1. Utility Construction * 0 1 106 0 153 2 0 155 1.29 Highway Engineering* 219 3 270 17.78 3. Waste Water 48 15.12 4. Water 219 39 0 258 5. Surveys and Records* 13 1 108 12.04 790 897 1Q2 5 11.37 Sub-Total BUREAU OF CONSUMER SERVICES 2 0 8.70 1. Application and Licenses* 21 23 2. Customer Accounts* 76 19 0 95 20.0 3. Customer Services* 17 4 0 21 19.05 114 25 Sub-total 0 139 17.99 BUREAU OF UTILITY OPERATIONS 565 1,009 1,575 1 64.06 1. Sanitation 2. Utility Maintenance (water and Sewers) 356 414 0 770 53.77 3. HIGHWAY MAINTENANCE 316 282 0 598 52.84 Highway Section Bridge Section 76 27 0 103 26.21 74 28 0 27.45 102 Conduit Section 20 10 0 33.33 Lighting Section 30 452 Sub-total for #3 381 0 833 45.74 Sub-total for Bur. of Utility Op. 1,373 1,804 3.178 56.77 BUREAU OF INSPECTION 0 1. Public Building Construction* 85 4 89 4.49 58 4 Tests* 63 6.35 Sub-total 143 8 1 152 5.26 BUREAU OF GENERAL SERVICES 1. Bldg. Operations Maintenance* 201 80 0 281 28.47 2. Motor Vehicle & Mech. Shops 169 48 0 217 22.12 3. Abandoned Vehicles Division* 29 32 0 61 52.46 Sub-total 400 159 0 559 28.44 GRAND TOTAL FOR DEPT. OF PUBLIC WORKS 2,868 2,108 8 4,984 42.30

^{*} No per diem employees

			BUR	EAU OF	PARKS					
		196	64					1	970	
DIVISION	W	В	0	TOTAL	% В	W	В	0	TOTAL	% В
Administrative	9	0	0	9	0	9	1	0	10	10.00
Baltimore Zoo	40	17	0	57	29.9	56	40	0	96	41.67
Carroll	67	6	0	73	8.3	81	11	0	92	11.96
Clifton	82	14	0	96	14.6	69	29	0	98	29.59
Construction	51	11	0	62	17.8	40	17	0	57	29.82
Druid Hill	67	18	0	85	21.2	55	39	0	94	41.49
Forestry	55	8	2	65	12.3	50	25	2	77	32.47
Gwynns Falls	53	11	0	64	17.2	45	35	0	80	43.75
Horticulture	33	2	0	35	5.8	27	10	0	37	27.03
Patterson	54	3	0	57	5.3	65	23	0	88	26.14
Stadium	27	2	0	29	6.9	60	28	0	88	31.82
TOTAL	538	92	2	632	14.56	557	258	2	817	31,58

PART VI: BREAKDOWN BY JOB CATEGORIES

Since there is such a variation in the size, structure, and organization of city agencies, staff found certain difficulties in constructing a questionnaire suitable for all. Previous surveys had requested that every agency indicate the number of employees on every salary grade level with a breakdown in race of employees on every level. It was felt that to continue this practice would create technical difficulties in interpreting information for the following reasons:

- Several different salary grades are in use through the city.
 Some city agencies such as the Department of Social Services
 and the Department of Assessments utilize State salary grades
 for some jobs and city salary grades for others—mainly for clerical
 and maintenance jobs. The Fire Department has its own
 independent set of salary grades. It was felt that any
 attempt to collate these schedules of salary grades would
 not repay the effort required.
- 2. An additional difficulty is created by the fact that several different jobs may have the same salary grade level. For example, a person on Salary Grade 21 can be a Clerk, a

Chauffeur, a Custodial Worker, A Cafeteria Manager (II) or a Drafting Aide. The statement that a person is on Grade 21 provides only the limited information that he or she is within a certain salary range. If it is known, however, than an employee on Salary Grade Level 21 is a Senior Clerk or a Stores Clerk, the staff also knows immediately what kind of work he or she does and where he or she is on the ladder of promotion within the clerical category.

In former surveys it was assumed that those people in Salary 3. Grades 42-53 were officials and managers, that those in Grades 29-42 were generally professionals, that those in Grades 24-28 were technicians, that those in Grades 18-23 were clerical workers, and that those in Grades 1-17 were janitorial staff or service workers of various sorts. This is only approximately correct. Upon analyzing promotion ladders established by the Civil Service Commission for various types of jobs, staff discovered that Clerical jobs range from Salary Grade 14 through Salary Grade 33. (There are even some part-time cashiers on Salary Grade 6). Professional jobs range from Salary Grade 28 to Salary Grade 51. Technical jobs overlap both the clerical and the professional categories, since technical positions may have salary grades ranging from 21 to 33. Craft jobs also range from Grades 24-32. It was also discovered upon analysis of specific jobs that many jobs ranging from Salary Grade 36 and up (and a few below this grade) actually involve substantial managerial responsibility, previously considered to be limited to Salary Grades 42-53.

In consideration of the above, the staff decided to obtain information on specific jobs in each agency. It was felt that once a list of positions or jobs was obtained this information could be organized in a meaningful way by correlating city jobs with the job categories established by EEOC to aid in the task of enforcing the Civil Rights Act of 1964.

Private employers are required to report to EEOC how many employees they have in each of the following categories:

Officials and Managers

Professionals

Technicians

Sales

Office and Clerical

Craftsmen (skilled)

Operatives (semi-skilled)

Laborers (Unskilled)

Service Workers

Apprentices

On-the-job Trainees (Production and White Collar)

These EEOC categories were modified for city employees in the following ways: the categories of Sales, Service Workers and Apprentices were omitted as not applicable categories. EEOC uses the category of Service Worker as a catch all including fireman, janitors, policemen, detectives, porters, etc. Since the Fire Department and the Police Department are two of the largest city departments and since they have within their ranks a definite graduation of skill and experience, it was felt that these two departments could not be

lumped together into such a category as Service Workers without any recognition of the extreme importance of their functions in city government. Since both the Police Department and the Fire Department provide specialized training and have fairly high entrance requirements, it was judged inappropriate to place them in the same category with janitors, waitresses, porters, etc. The category of Apprentice is not useful because, while there are many city people in training to improve their skills in various occupations, there is no formal, organized apprentice program comparable to that in industrial organizations. The category of Operatives was also abandoned in favor of a category entitled Laborers (Classified). The category of Laborers (unskilled) was retitled Laborers (Unclassified), terminology more in harmony with city practice. Job categories developed for the City are therefore as follows:

Officials and Managers - any position of responsibility except for clerical positions

<u>Professionals</u> - (includes any position requiring a

BA degree or extended specialized training, in addition to those jobs commonly recognized as professional).

Technicians - (requires high school plus some additional
training or the equivalent)

Office and Clerical - (includes <u>all</u> levels of clerical skill and responsibility from Messenger Clerk to Administrative Assistants who are actually managers in a limited sense.

Craftsmen (Skilled) - (includes foremen, leadmen,
skilled workers, mechanics, etc.)

Laborers (Classified) - (includes all classified
laborers, guards, custodial workers, etc.)

<u>Laborers (Unclassified)</u> - (laborers with no Civil Service protection.)

Trainees

Part-time Workers - (includes many professional people)

- D. Information was collected by three different methods, depending upon the size of the agency:
 - Small agencies were contacted by phone or in person;
 the Investigator filled out the form using information supplied by the Director or Personnel Officer,
 - 2. For agencies ranging in size from 50-500 employees, staff in almost all cases reviewed the list of job titles posted in the budget for Fiscal 1971, organized them according to the EEOC categories as adapted above (determining by the aid of Civil Service specifications where a job fitted best), and sent this form to be filled out by the agency with the request that it be altered if any positions had been added or deleted.
 - 3. With extremely large agencies having more than 500 employees it proved very difficult for staff to analyze job lists prior to contacting the agency since such agencies usually have sub-divisions. Therefore, staff requested that such large departments report by division, listing the jobs in each division and indicating how many whites, blacks, and members of other minority groups were in each job. This was preferred to using the budget list with such agencies because budget requests are organized

by program rather than by administrative subdivision, whereas the Community Relations Commission is interested in knowing what the patterns of employment are in each subdivision. Once the job lists for each division were returned to the Community Relations Commission, the information was organized according to job categories by the staff.

This method of collecting information gives the Commission extremely detailed information on the internal structure of the agency reporting. Small areas or individual subdivisions that are racially imbalanced can be spotted and investigated. Promotion ladders can be delineated for each division. In future it should be possible to make very sensitive comparisons job by job as to numbers of whites and blacks within individual positions.

In addition, staff has developed overall percentages for job categories agency-wide. Following is a chart indicating the numbers and percentages of black in each job category in each city agency.

Page 44.

SECTION A,

ANALYSIS BY JOB CATEGORIES FOR ALL AGENCIES - 1970

SECTION A	Offi	cials	Profes	sional	Techn	ician	Cle	rical	Craf	tsmen		orers sified	Labo Unclas		Tra	inees	Part	-Time
AGENCY	#B	%В	#B	%B	#B	%B	#B	%B	#B	%В	#B	%B	#B	%B	#B	%B	#B	%В
Assessments*	0	0	1	3.5	0	0	5	22.7		5								
Audits*	0	0	0	0	0	0	2	33.3							ı		1	10.0
Aviation	0	0	0	0	3	5.0	1	6.0	1	4.0	9	23.0						
Balto. Museum of Art	0	0	0	0	1	16.6	2	33.3	3	60.0	9	29.0					1.	25.0
City Council-Office	0	0	0	0			0	0										
of Financial Rev.	ļ													A conditions				
City Council Staff							5	19.0					×					
City Hospitals	4	7.5	55	12.8	150	48.2	58	20.2	5	13.5	28	45.2	636	80.7	71	47.6	2	2.1
City Jail	2	29.0	28	48.0	104	55.0	5	38.0	6	80.0							0	0
Civic Center Comm.	1	25.0	0	0	2	16.6	1	20.0	2	66.6	11	55.0					57	33.0
Civil Service Comm.*	0	0	11_	4.0	4	25.0	11	37.9										
Civil Defense Org.	0	0	0	0			1	33.3			11	100.0				;		×
Comm. on Aging	0	0					0	0								4		
Community Relations	2	50 0	6	35.3			7	63.6	-						1	100.	0	
<pre>Comptroller *Analysis based on co</pre>	1 orrel	10.0	of sal	14.0	des t	heref	8 ore	19.0	CCura	ite	111	48.0	0			<u> </u>	1	100.0

SECTION A (con't)

	2551						61	1	G	EL		orers		orers	m	inaaa	Doub	
	Offi	Clais	Profes	sional	Tecni	cian	Cle	rical	Cra	csmen	Clas	silled	Unclas	ssified	TIA	Inees	Part	- CIMe
AGENCY	#B	%B	#B	%В	#B	%B	# <u>B</u>	%В	#B	%B	#B	%B	#B	%В	#B	%В	#B	%B
Economic Development	0	0	1	33.3			0	0										
Commission`																		
Employees Retirement	0	0	0	0	2	20.0				Andrew and the American State of the Company of the								
System																		
Finance Department*	0	0	14	10.3	16	11.6	65	29.5			5	27.4					-	
Fire Department	1	6.3	28	4.7	272	17.6	1	7.7	1	4.0	1	6.7			2	2.7		
Health	5	12.2	128	30.4	200	75.8	132	53.9	0	0	25	100.0					20	32.3
Housing and Communi-	31	30.4	57	24.6	63	22.7	119	43.9	23	44.2	23	100.0	326	81.5	2	100.0		
ty Development																		
Law Department	1	12.5	5	8.0	0	0	5	14.0										
Legislative Ref.	0	0	1	33.3	0	0	0	0										
Mayor's Advisory	0	0					0	0								-		

^{*}Analysis based on correlation of salary grades, therefore less accurate.

SECTION A (con't)

94					nal Technician Clerical C			Laborers Laborers al Craftsmen Classified Unclassifi										
0)	Offic	ials	Profess	sional	Tech	nician	Cler	ical	Craf	tsmen	Clas	sified	Unclas	ssified	Tra	inees	Part-	time
ng AGENCY	#B	%B	#B	%B	#B	%В	#B	%B	#B	%B	#B	%В	#B	%B	#B	%B	#B	%B
Comm. on Small Bus.										way on the state of the state o								
Municipal Museum	0	0	0	0			0	0			2	50.0					2	50.0
Municipal and Zoning Appeals	1	20.0	0	0	0	0	0	0		William Color of the Color of t								
Off-Street Parking	0	0	0	0						-								
Orphan's Court+							0	0										
People's Court+	0	0	0	0	6	21.4	0	0										
Planning and Zoning	1	9.0	1	3.7	4	14.8	3	20.0			-						0	0

⁺Does not include three judges, all white.

⁺Does not include 5 judges, all white.

SECTION A (con't)

	Offi	cials	Profe	ssional	Techn	ician	Cle	rical	Craf	tsmen	Labo Class		1000.00	orers sified	Tra	in es	1000	rt- me
AGENCY	#B	%B	#B	%В	#B	%В	#B	%B	#B	%В	#B	%В	%В	%B	#B	%B	#B	%B
Post Mortem Examiner	0	0	0	0	0	0	3	25.0	0	0	3	30.0					q	0.
Pratt Library	5	7.3	19	11.2	1	12.5	185	58.7	3	25.0	64	63.3				÷	105	52.5
Parks, Bureau of*	0	0	0	0	5	13.2	18	29.0	2	6.1	209	34.5	24	57.1				
Public Works*	0	0	18	3.1	79	14.4	69	16.8	48	25.8	1894	58.7	_					
Recreation, Bureau of	13	59.0	60	58.2	61	54.9	6	22.2	13	86.6	76	95.0					201	51.5
Social Services +	22	42.3	314	41.6	179	62.8	195	52.3			192	99.0			3	37.5	0	0
Transit & Traffic	0	0	0	0	8	19.5	6	18.0	3	8.0	12	10.0			_1	100.0	1	20.0
Treasurer	0	0	0	0	0	0	3	50.0										
War Memorial Comm.	0	0					0	0	3	42.8	-			<u> </u>				
TOTAL-Section A	90	17.4	738	19.5	1158	29.4	918	35.9	110	24.7	2578	55.8	986	80.2	80	34.2	391	40.8

^{*}Analysis is based on salary grades, therefore is less accurate.

⁺The Department of Social Services also has a variable number of part-time employees and work-study students who were not reported.

ANALYSIS BY JOB CATEGORIES FOR ALL AGENCIES-1970

	Offi	cials	Profes	ssiona	Technician		Clerical		Craf			orers sified		rers sified	Train	ees	Part	
AGENCY	#B	%B	#B	%B	#B	%B	#B	%В	#B	%B	#B	%B_	#B	%B	#B	%B	#B	%B
Instructional	282	48.7	4886	.55.2	1357	75.2												
Classified	20	30.3	0	0	208	88.1	431	48.7	11	23.9	1890	85.0	83	76.2			491	91.3
Per Diem Workers		,									469	61.0						
TOTAL-Section B	302	46.8	4886	55.2	1565	76.7	431	48.7	11	23.9	2359	78.8	83	76.2			491	91.3

SECTION C - NEW OR EXPANDED AGENCIES

	Off	ficials	Profe	essional	Techr	ician	Clerical C		Craftsmen		1		Laborers Unclassified		Trainees		Part- time	
AGENCY	#B	%В	#B	%B	#B	%B	#B	%B	#B	%B	#B	%B	#B	%В	#B	%B	#B	%B
Comm. on Hist. and	0	0					0	0					~~					
Arch. Preservation																		¥
Minimum Wage	1	100.0	0	0			0	0										
Mayoralty	3	27.3	0	0	2	29.0	6	33.3							18	75.0		
Model Cities	14	81.0	5	62.5	25	100.0	17	100.0										

SECTION C (con't)

6		Off	icials	Profe	ssional	Techr	nician	Cle	rical	Craf	tsmen		rers ified		borers assified	Tra	inees	Par tim	
age '	AGENCY	#B	%B	#B	%B	#B	%B	#B	%B	#B	%В	#B	ßВ	#B	%В	#B	%B	#B_	%B
Δ, -	Community Action	11	59.0	52	64.0	173	96.0	34	89.0	0	0	8	80.0						
9	Concentrated Employ-	6	60.0	1	100.0	39	100.0	14	93.3			6	85.7	2	100.0	211	100.0	1	100.0
_	ment Program													<u></u>					
<u>.</u>	Community College	20	41.5	37	18.1	1	50.0	21	36.2	2	66.6	47	90.4	10	46.1			169	30.7
	of Baltimore																		
	TOTAL-Section C	55	52.4	95	31.6	240	94.9	92	61.7	2	50.0	61	88.4	12	48.0	229	97.4	170	30.85

SECTION D - AGENCIES REGULATED BY THE STATE

	Offi	cials	Profes	ssional	Techn	ician	Cle	rical	Craf	tsmen	Labor Classi		Labor Unclass		Train	iees	Par tir	
AGENCY	#B	%B	#B	%B	#B	%B	#B	%B	#B	%В	#B	%B	#B	%B	#B	%B	#B	%B
Board of Supervisors	1	20.0					14	35.0										
of Elections																		
Liquor License Comm.	2	40.0	0	0	6	31.6	1	20.0								<u> </u>	2	11.1
Municipal Court*	3	16.7			0	0	19	20.0			0	0				'		

^{*}Figures from the State Human Relations Commission. Category I includes 18 judges, partially supported by the City. Other employees are paid in full by the State.

SECTION D (con't)

50	255		2				6 1		2	C		orers		orers			Danet	
U	DII:	crars	Profe	ssional	Techn	ician	CTE	rical	Cra	ftsmer	Clas	sified	Uncla	ssified	Tra.	inees	Part-	-time
AGENCY	#B_	%B	#B	%В	#B	% ك	#8	%B	#B	%B	#B	%В	#B	%B	#B	%B	#B	%B
Police Department‡																		
Uniformed	2	8.7	23	4.5	383	13.3									23	41.1		
Civilian	0	0	2	14.3	7	12.5	109	31.3	4	25.0	191	47.1						: :
Sheriff's Office	0	0			8	18.2	0	0										
State's Attorney	2	66.6	2	3.0			10	27.8										
Supreme Bench+	2	10.5	35	30.7	6	37.5	24	16.1			4	10.0						
TOTAL - Section D	12	15.2	62	8.7	410	13.6	177	26.1	4	25.0	195	41.9			23	41.1	2	11.1
GRAND TOTAL	459	34.1	5781	42.4	3373	36.5	1618	37.9	127	24.9	5193	63.8	1081	79.3	332	63.2	1054	51.0

+Does not include judges. There are 20, of whom 3 are black.

^{\$\}psi_{\text{The breakdown on Police Job Categories was received in 1971 while the figures in Chart IV, p. , were received in 1970. Therefore, the employment totals are slightly different, reflecting staff changes in the interim.

Examination of the chart above shows that black persons have made progress in all categories as compared with the 1964 report. In 1964, there were 53 blacks reported in Salary Grade 35 or above, representing the upper reaches of professional and managerial positions. By 1970, 459 blacks had attained managerial positions in many departments. The Civic Center Commission, the Law Department, the Community Action Agency, the State's Attorney, the Community Relations Commission, the Concentrated Employment Program and the Minimum Wage Commission were all headed by blacks. The 20 judges of the Supreme Bench are not included in the statistics given for the Supreme Bench, but three of these judges were black. One of the three commissioners on the Fire Board was black.

In addition to the blacks who headed individual departments there were a number of blacks who headed divisions within larger departments or who had positions of responsibility.

<u>City Hospitals</u> had four blacks who were heads of individual divisions.

The <u>Health Department</u> had 5 blacks in managerial positions. One was the Deputy Commissioner, 2 were bureau heads, one was Associate Director of Mental Hygiene and one was an area administrator in charge of building maintenance.

Housing and Community Development listed 31 blacks in positions involving managerial responsibility: four in administration, one in Project 581 (Planning), one in Project 586 (Relocation), 17 in Housing Management (as heads of public housing units), six in Project 583 (Neighborhoods), one in the division responsible for management of vacant housing. This department also listed 57 black professionals of whom the largest number were concentrated in Housing Management.

The <u>Department of Planning and Zoning</u> had eight Planning Chiefs, one cf whom was black.

The Department of Public Works, in 1970, had one black in the position of a division chief, heading the Bureau of Consumer Services.

Pratt Library had no blacks in the upper reaches of management, but did list 5 blacks who were either regional or branch librarians, and one black who was Shipping Room Supervisor.

The <u>Bureau of Recreation</u> and the <u>Department of Social Services</u>
also had a substantial number of blacks in managerial positions.

In the <u>Department of Recreation</u>, the Assistant Superintendant was black, and 12 of the supporting staff of 20 supervisors were black. The <u>Department of Recreation</u> also had a large number of black professionals, since a majority of Recreation Center Directors were black.

In the Department of Social Services, 22 out of 50 who were rated as officials and managers were black. These included 2 high ranking assistants in the Director's Office and 16 Division Chiefs or District Managers. In addition to Division Chiefs, the Division of Administrative Services had two blacks in the position of Plant Procurement Management Official. Of 754 professionals in the Department of Social Services, 314 were black. These Professionals were Social Workers who had either a Liberal Arts Degree or a Master' in Social Work.

In the <u>Department of Education</u>. 7 of 26 top positions were held by blacks, 2 of whom (out of a total of 3) were Associate Superinten-

dents, 3 of whom (out of a total of 6) were Assistant Superintendents, and 2 of whom were Directors. Of a total of 645 people in the category of Officials and Managers, 302 or 46.8% were black.

The <u>Community College of Baltimore</u> had 20 blacks in managerial positions, one as Administrative Assistant to the President, two as Directors or Assistant Directors, one as Coordinator of Curriculum and Instruction, one as Dean of Community Services and the others as coordinators or directors of special programs.

One of the Commissioners of the <u>Board of Liquor License Commissioners</u> and the Deputy Executive Secretary were black.

The Board of Election Supervisors had one black member. Three of the 18 judges of the Municipal Court were black.

On the <u>Supreme Bench</u> in addition to the three judges who were black one of the six masters was black, and so was the Assistant Director of the Family Division of the Probation Department.

However, in spite of these encouraging advances, examination of percentages of black representation in all categories covered by the chart shows that the high involvement of blacks in the Department of Education distorts the city-wide picture. While blacks represent 34.13% of the Grand Total of OFFICIALS AND MANAGERS, they still represent only 17.41% of the sub-total for the 38 agencies listed in Section A. More progress needs to be made in this area in order to achieve equality.

Representation of blacks is also lagging disproportionately in the categories of PROFESSIONALS (19.5% of agencies in Section A) and CRAFTSMEN (24.72% of agencies in Section A). Blacks are also somewhat weak, but less so, in the category of TECHNICIAN.

On the other hand, a disproportionate number of blacks is reported in the category of LABORERS -- in some agencies as much as 100%.

These figures present problems which thoughtful Baltimoreans must consider.

PART VII: SUGGESTIONS FOR THE FUTURE:

One of the striking conclusions which must be drawn from the 1970. Survey of City Employment is the uneveness of the distribution of blacks in the City's work force. This varies widely from agency to agency and within individual agencies, as shown by the charts in Section IV detailing the results of the survey. There are still a significant number of agencies which have a very low representation of blacks (under 15%).

Within individual agencies, such as the Department of Public Works, which has a superficially good overall percentage of 42.3% black employment, there are individual administrative units with percentages as low as 1.29%. (See Section IV, Chart B, footnote III). Ten of the 20 administrative units of the Department of Public Works have no per diem employees. The staff of these units tends to have a significantly lower percentage of blacks than those units which have a high concentration of laborer or per diem positions. great majority of workers in the Department of Public Works is concentrated in the Bureau of Utility Operations, which is responsible for the collection of garbage and trash, the maintenance of water mains and sewers, and the maintenance of streets, bridges, and street lights. This Bureau employs 3,178 workers, of whom 1,804 or 56.77% are blacks. Within this Bureau the Division of Sanitation employs 1,575 workers of whom 1,009 or 64.06% are blacks. It is apparent that the superficially good percentage of black employment in the Department of Public Works rests upon the employment of blacks in the Division of Sanitation.

Several problems are suggested by the uneveness of representation of blacks throughout City agencies:

- 1. Blacks comprise 63.8% of the job category of Laborer (Classified) and 79.5% of the category of Laborers (Unclassified), but only 24.85% of the group of Craftsmen -- admittedly a much smaller group. While it is heartening to know that job opportunities for blacks have improved in the Division of Sanitation, for example, the fact that they are not represented in any where near as high a percentage in other divisions of the Department of Public Works carries the uncomfortable connotation that the City is allowing blacks to assume the bulk of its dirty and unpleasant jobs while access to more desireable jobs remains limited. Citizens need to consider whether any job category should be filled primarily by members of any one racial group.
- Among the City agencies which are employing fewer than 2. 15% blacks are several large agencies which have constant contact with the public and which carry tremendous responsibility for the physical safety of the community and its inhabitants. One problem which emerges from the survey, therefore, is the question whether agencies such as the Fire Department and the Police Department should not make a much greater effort to employ more people from the black community. The Fire Department and the Police Department have made moves in this direction. The revision of Fire Department testing procedures promises greater opportunity to inner-city blacks. The Police Department has also attempted to attract more black patrolmen. low figure of black employment however suggests that greater effort is still needed in this area.

- 3. A significant number of agencies which have low representation of blacks in various categories contend that:
 - A. Turnover is low
 - B. They have difficulty in finding qualified blacks.

Since it has begun to receive more detailed information from the Civil Service Commission concerning the numbers of people of each race appearing to take examinations, the Community Relations Commission is now in a position to state that there is some evidence for the view that certain departments have difficulty in finding blacks with the particular professional qualifications that they need.

In general the category of PROFESSIONAL is one in which blacks are under-represented. This can be demonstrated not only by consulting the Job Category Chart, but by examining the representation of blacks in a selection of departments where overall percentage of black employment approaches or exceeds the percentage of blacks in the total population. The following chart juxtaposes statistical analysis sheets of six city departments with good overall representation of blacks, enabling one to compare percentages in each job category.

III

COMMUNITY COLLEGE OF BALTIMORE

CITY HOSPITALS

HEALTH DEPARTMENT

JOB	TOTAL	BLACK	% BLACK	TOTAL	BLACK	% BLACK	TOTAL	BLACK	% BLACK
CLASSIFICATIONS									
OFFICIALS AND									
MANAGERS	48	20	41.66	53	44	7.54	41	5	12.20
PROFESSIONALS	204	37	18.13	429	55	12.80	421	128	30.40
TECHNICIANS	2	1	50.00	311	150	48.20	264	200	75.76
OFFICE AND CLERICAL	58	21	36.20	287	58	20.20	245	132	53.88
CRAFTSMEN (SKIZLED)	3	2	66.60	37	5	13.50	3	0	0
LABORERS CLASSIFIED	52	47	90.38	62	28	48.16	25	25	100.00
LABORERS UNCLASSIFIED	23	10	46.08	788	636	80.70		33.5	
TRAINEES				149	71	47.60			
PART-TIME WORKERS	550	169	30.72	97	2	2.06	62	20	32.26
TOTALS	940	307	31.59	2,213	1.009	45.60	1.061	510	48.07

IV

V

VI

Δ,	ENOCH PR	ATT LIBRA	RY	HOUSING DEVELOPI	& COMMUNIT	<u>Y</u>	DEPARTI	DEPARTMENT OF PUBLIC WORKS*					
JOB	TOTAL	BLACK	% BLACK	TOTAL	BLACK	% BLACK	TOTAL	BLACK	% BLACK				
CLASSIFICATIONS OFFICIALS AND													
MANAGERS AND	68	5	7.30	102	31	30.39	32	0	0				
PROFESSIONALS	169	19	11.20	232	57	24.57	580	18	3.10				
TECHNICIANS	8	1	12.50	278	63	22.66	547	79	14.44				
OFFICE AND CLERICAL	315	185	58.70	271	119	43.91	410	69	16.83				
CRAFTSMEN (SKILLED	12	3	25.00	52	23	44.23	186	48	25.81				
LABORERS CLASSIFIED	101	64	63.30	23	23	100.00	3,229	1,894	58.66				
LABORERS UNCLASSIFIED				400	326	81.50							
TRAINEES				2	2	100.00							
PART-TIME WORKERS	200	105	52.50										
TOTALS	873	382	43.70	1,360	644	47.35	4,984	2,108	42.30				

^{*}Based on Salary Grade levels.

Examination of the statistical charts of these departments reveals that even where the overall percentage of black employment is high, and even where representation in most categories is satisfactory, representation of blacks in the category of PROFESSIONALS is in most instances notably below expectations. The Department of Social Services, which employs one of the highest percentages of black professionals, is still a bit weak in employment of blacks in this category. (The only exception to this overall observation is the Instructional Staff of the Department of Education, which is 58% black. If smaller agencies were to be considered, the dearth of black professionals would be even more pronounced. Museum of Art lists no black professionals, as does the Board of Post Mortem Examiners; the Law Department, although headed by a black, has only five black professionals out of 63. The Department of Planning has only one black professional out of 29, and the Department of Transit and Traffic has only one black professional out of 8).

The severe limitation of higher level educational opportunities for blacks which existed until the late 1950's is too well known to require extensive documentation. The continuing shortage of blacks in some professional areas suggests that in spite of expanded educational opportunities at the college and university level, blacks have still not reached a point of parity with whites*. Blacks clearly shared, but shared unequally in the tremendous general expansion of educational opportunity since 1950.

^{*}This situation still continues. The Digest of Educational Study (published in 1970 by the National Center of Educational Statistics - See Page 20) reported that in 1969, 53.3% of all high school graduates were enrolled in college, either full time or part time, indicating an acceleration of the nation's trend of laying greater emphasis on education. Comparing by race, 55.24% of white graduates had enrolled in college, but only 37% of non-white graduates had done so. While non-whites (including Indians, Orientals, etc. as well as blacks) represented 10.7% of the total number of 1969 High School graduates, they constituted only 7.52% of college enrollees.

At this point one may ask, what are the prospects of existing employees for whom opportunity was less available in the past?

The encouraging rise in the percentage of blacks in the TECHNICIAN category indicates that many blacks now employed by the city are steadily up-grading their skills and assuming positions of greater difficulty and responsibility. However, to the extent that any department insists upon strict educational requirements in filling positions, promotion into such positions is often effectively foreclosed to lower echelon employees. Where a doctor, Registered Nurse, or a skilled engineer is really needed, too much would be sacrificed if job requirements were relaxed simply to render people promotable. The alternative is to provide training which will enable people to meet existing qualifications, and help them to cross the professional gap to become fully qualified professional employees. Does the City provide this training in any way?

A new program, entitled "The Tuition Refund Program" initiated by the City in April of 1969, allows City agencies to include in their budget funds for increasing the skills of existing employees. Under this program employees who take job-related evening courses can apply for tuition refunds of up to 60% of the cost. In order to be approved for refund, each individual course taken must be directly job related. A limitation of six credits is also imposed. All applications are reviewed by the Civil Service Commission and approved by the Board of Estimates in advance; but, in order to receive reimbursement, a student must submit evidence of satisfactory completion of his courses.

This program did not really get underway until July of 1969. For the 12 calendar months of 1970 the Civil Service Commission received

143 applications to take 211 courses. One hundred seventy-eight courses were approved and 33 courses were disapproved. Total cost of the program in 1970 was \$11,393, of which the City paid \$5,696.50. For the first four calendar months of 1971, the Civil Service Commission has received 96 applications for 131 courses. One hundred twenty-two courses have been approved for potential refund and nine have been disapproved. Total cost of the program to date in 1971 is \$6,930, of which the City expects to pay \$3,465. City departments which participate to the greatest extent in the Tuition Refund Program are the Health Department, City Hospitals, Department of Public Works, and Department of Transit and Traffic.

Primary criticism of the program so far is related to the requirement that each course must be directly job related. It is felt by some Departments participating in the program that this requirement should be changed so that anyone who is pursuing a degree program of studies related to his job should be able to get help. So far nothing has been done as to this recommendation.

It is interesting and suggestive to compare the City's Tuition Refund Program with that of a large private concern in Baltimore. This private concern employs approximately 7,300 people. In 1969, its payroll totalled \$72,000,000.00. In that year the company spent approximately \$100,000.00 on an Educational Assistance Program which aided more than 600 employees. Tuition was refunded in full to anyone taking a degree program which was job related.

(Therefore individual electives in the program did not need to be directly job-related.) Fifty-percent of tuition was refunded to those who took courses that were not related to their present job

Il tests wherever possible, has definite implice

Baltimore. Need for a thorough review of Baltimore's testing

procedures is indicated to remove the possibility that badly

designed tests are eliminating capable people from consider
ation for employment.

